

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

12 December 2012

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #12-105

POSITION: IT Specialist (SYSADMIN) (D1618000) (GS-2210-09/11) EXCEPTED POSITION

LOCATION: USPFO, DPI, Camp Keyes, Augusta, Maine

SALARY RANGE:

\$54,032 to \$70,236 per annum **GS-09**

\$59,339 to \$77,138 per annum **GS-11**

CLOSING DATE: 08 January 2013

AREA OF CONSIDERATION: First consideration will be given to all qualified permanent and indefinite Maine Army National Guard Enlisted Technicians who apply. In the event no selection is made from the initial Promotion and Placement Certificate, concurrent consideration will be given to qualified Maine Army National Guard Enlisted personnel who apply.

PERMANENT CHANGE OF STATION (PCS): PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

DUTIES: See attached duties and responsibilities.

QUALIFICATIONS: This position may be filled at the GS-09 or GS-11 grade. If filled at the GS-09 grade, the individual selected may be promoted to GS-11 grade without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Technical, analytical or administrative experience which has demonstrated the applicant's ability to analyze problems of organization, workforce, information requirements, etc. and provide systematic solutions; and the ability to deal satisfactorily with others.

SPECIALIZED EXPERIENCE: Must have twenty-four (24) months experience for GS-09 level or thirty-six (36) months for GS-11, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-09

1. Knowledge of a variety of operating systems (ex. Windows Vista, Windows Server 2003, UNIX etc.)
2. Skill in troubleshooting problems and implementing changes on computer platforms and application software.
3. Knowledge of agency applications, operating systems and components, protocols, and various hardware and software used throughout the organization in order to conduct system administration functions.
4. Knowledge of analysis and design techniques to develop system software modifications, system administration policy and procedures for use within the organization.
5. Skill in researching and implementing software patches or workarounds, documenting problems and advising the responsible party on support issues.

GS-11

1. Knowledge of the various operating systems, software applications, and database query systems used throughout the serviced applications to be able to install, configure, and troubleshoot software loads and to troubleshoot and identify the cause of reported problems.
2. Knowledge of evaluating problems with new and modified systems, including the logical flow, input errors, interconnections among data fields and program elements within a flow of related programs and resolve or recommend resolution to other computer specialists.
3. Skilled in documentation of procedures.
4. Ability to plan and conduct training.

COMPATIBILITY CRITERIA: MOS: 25B, 25U, 25Z

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of work of an Information Technology Specialist. **Applicant must provide a copy of transcript to receive substitution of education.**

ADDITIONAL REQUIREMENT: The position is an IAT level 2 position. As a condition of employment, individuals have 6 months in which to complete and receive the SEI 264 (for the level and grade at which the person is serving) mandated by DoD Career Development Program for Information Assurance Workforce Improvement Program (DoD 8750.01M).

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA". Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: HROTECH@me.ngb.army.mil.

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6017 / COM (207) 430-6017 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

/////Signed\\\\\\\\\\
CRAIG P. BAILEY
MSG, MEARNG
Human Resources Specialist
(Recruitment & Placement/Compensation)

a. INTRODUCTION

This position is located in an information management organization. The purpose of the position is to serve as a systems administrator on one or more of the systems maintained/administered throughout the state. The systems administered involve multiple computers that use multiple operating systems. The incumbent is responsible for installing and testing the system security configuration and monitoring, operating, troubleshooting and maintaining server hardware and software.

This position requires military membership. It is designated for a Warrant/Enlisted incumbent only. In accordance with DA Pamphlet 611-21, the incumbent performs duties necessary to accomplish information technology management functions in support of command, control, communications and computers (C4) programs essential to state information management daily operations, training, and readiness missions.

b. DUTIES AND RESPONSIBILITIES

--Develops, modifies, and tests overall system backup and recovery strategies for assigned systems.

--Serves as a technical focal point for the installation and configuration of hardware and software on personal computers and for personal data assistants associated with assigned systems.

--Serves as a systems administrator responsible for planning, coordinating, modifying, implementing, and troubleshooting in order to meet customer needs. Work pertains to the administration of all systems, including a myriad of associated hardware platforms, software applications and numerous interfaces included in the Local Area Network (LAN) and Wide Area Network (WAN).

--Serves as a technical focal point on multiple operating systems and computer platforms. Provides technical assistance and advice to personnel involved in system design, programming, database design, and modifying commercially developed software. Determines equipment and communications requirements and interfaces with other systems. Evaluates machine usage and develops plans for the necessary acquisition to support future automation (hardware and software) requirements.

--Analyzes, evaluates, and recommends hardware/software changes to various computer systems. Considers factors such as compatibility with standard systems, conversion or implementation costs, and impact on existing equipment. Installs, configures and tests products and equipment being reviewed.

--Develops guidelines, standard operating procedures (SOPs), bulletins and flyers regarding the operation/use of assigned C4 systems, services, and activities. Analyzes policies, regulations, and system provisions governing standard operating systems and provides assistance and advisory services to users .

--Implements systems software changes, operating system releases and maintains the operational status of systems. Coordinates with system developers to resolve solutions to hardware and/or software malfunctions.

--Performs security management in accordance with National Guard Bureau (NGB) regulations and state policies. Reviews and implements local policies regarding system access, network rights, and physical access to systems and equipment.

--Implements state policy relating to systems storage requirements. Designs and modifies the storage structure and correlation between systems. Modifies system parameters on multiple operating systems, integrating the use of Storage Area Networks (SAN), to achieve maximum system efficiency. Analyzes system operations to identify inefficiencies and takes action to resolve problems and ensure optimal performance and consistency.

--Provides input to the state Continuity of Operation Plan (COOP) procedures for system disaster recovery. COOP recovery includes reestablishment of systems at multiple sites and locations.

--Troubleshoots problems and implements changes on multiple computer platforms. Diagnoses system failures to isolate source of problems between equipment, system software, and application programs. Provides solutions by modifying codes, devising fixes, documenting problems and advising responsible party. Interacts with peers and vendors to resolve hardware and software problems and reports unresolved problems.

--Plans and schedules the installation of new or modified hardware, operating systems, and software applications. Considers factors such as compatibility, conversion or implementation costs, and impact on existing equipment. Directs testing of vendor-provided software. Advises staff on issues pertaining to operating systems and hardware status.

--Performs other duties as assigned.